

II Year-end Closing - Year-end Adjusting Entries

The timely completion of Fiscal Month 12 (June) activities is important to the beginning of the year-end process. This chapter describes the process for recording and reconciling June transactions and preparing year-end adjusting entries.

IMPORTANT: Use the *new year* Organization Control (OC) Table to run automated CALSTARS processes for June (FM12). The *new year* OC Table must be established by July 1.

COMPLETE JUNE TRANSACTIONS AND RECONCILE

June transactions may be posted to FM 12 after June 30th, however, FM 12 is closed after July 31 and no longer available. Therefore, June activities should be completed and reconciled as soon as possible.

New Year Transactions

Accounting transactions to load *new year* appropriations, allotments, budget plans, encumbrances, etc., may be entered into CALSTARS beginning on July 1. All *new year* transactions should be coded as Fiscal Month 01.

Run FM 12 Labor Distribution

Using the *new year* OC Table, agencies should run FM 12 Labor Distribution as soon as they are ready after the SCO payroll tape is available.

Run FM 12 Cost Allocation/Fund Split

Using the *new year* OC Table, agencies should run FM 12 Cost Allocation/Fund Split as soon as they are ready.

Run FM 12 Variance Allocation/Fund Split

Using the *new year* OC table, agencies should run Variance Allocation/Fund Split (if applicable) as early as possible.

Close FM 12

FM 12 should be closed after all June activity is complete. June reports need to be requested and June reconciliations need to be completed. The SCO normally completes the Fund and Agency Reconciliation Reports a few days after June 30. As soon as CALSTARS receives these reports from the SCO, they are loaded to agency ROPES queues for printing. Review these reports to ensure that all SCO activity has been received and recorded to prevent reconciling items.

USE OF FISCAL MONTH 13 FOR YEAR-END ADJUSTMENTS

A number of accrual entries must be recorded in CALSTARS to accurately reflect the financial position of the agency. These entries usually bring the accounting records into conformance with Generally Accepted Accounting Principles (GAAP). All year-end adjusting entries are entered in Fiscal Month 13.

Use of the Automated Accrual Reversal Process

As described later in this chapter, some year-end adjusting entries are reversed in the new year. Agencies have the option of having their Fiscal Month 13 adjusting and/or reclassification entries reversed automatically when Year-end Open (OC Table Run YEC Indicator set to **E**) is run or manually recording the reversal batches. Exhibit II-1 illustrates the automated accrual reversal process. This process is optional; however, the decision to use it must be made prior to preparing the adjusting entry batches. Specific batching rules must be followed as explained below. This process is only intended for the reversal of those year-end adjusting and reclassification entries that are specifically identified to be reversed in the new year.

Coding FM 13 Adjusting Entry/Reclassification Batches For Automatic Reversal

Fiscal Month 13 adjusting entry and reclassification batches must be coded as follows in order to be included in the automated reversal process:

- ✧ The Batch Type must be **00** (zero zero);
- ✧ The Batch Number must be an alpha-numeric combination within the range **A01 - A99**;
- ✧ The Batch Date and Batch Number combination must be unique (i.e., the same Batch Date/Batch Number combination cannot be re-used); and
- ✧ The batch must be recorded in Fiscal Month 13 (**FM 13**).

If the input batch does not meet all of these conditions, the 'B22-FM/BATCH#/TYPE' online error (invalid fiscal month, batch number and/or batch type combination) is generated. **The B22 error must be corrected before releasing the batch for processing. This error is not correctable through error correction after**

processing the batch. If the error is not corrected before processing, the batch will post to the Error Suspense File with a B22 error and must be **deleted and reentered.**

This process does not evaluate transactions within these batches for reasonableness. All transactions included in a batch coded as described above are reversed in the new year at the time the year-end-open process is run. Therefore, it is important to verify that only those transactions intended for reversal are included in these batches. For example, the A-2 Adjusting Entry involves several entries with various transaction codes. This adjusting entry is reversed with the exception of any entries made using TC 520. Therefore, if the A-2 Adjusting Entry batch is coded for automatic reversal, any transactions using TC 520 must be recorded in a separate non-automated reversal batch. Otherwise, TC 520 transactions will be inappropriately reversed by this process.

Processing FM 13 Batches Coded For Automatic Reversal

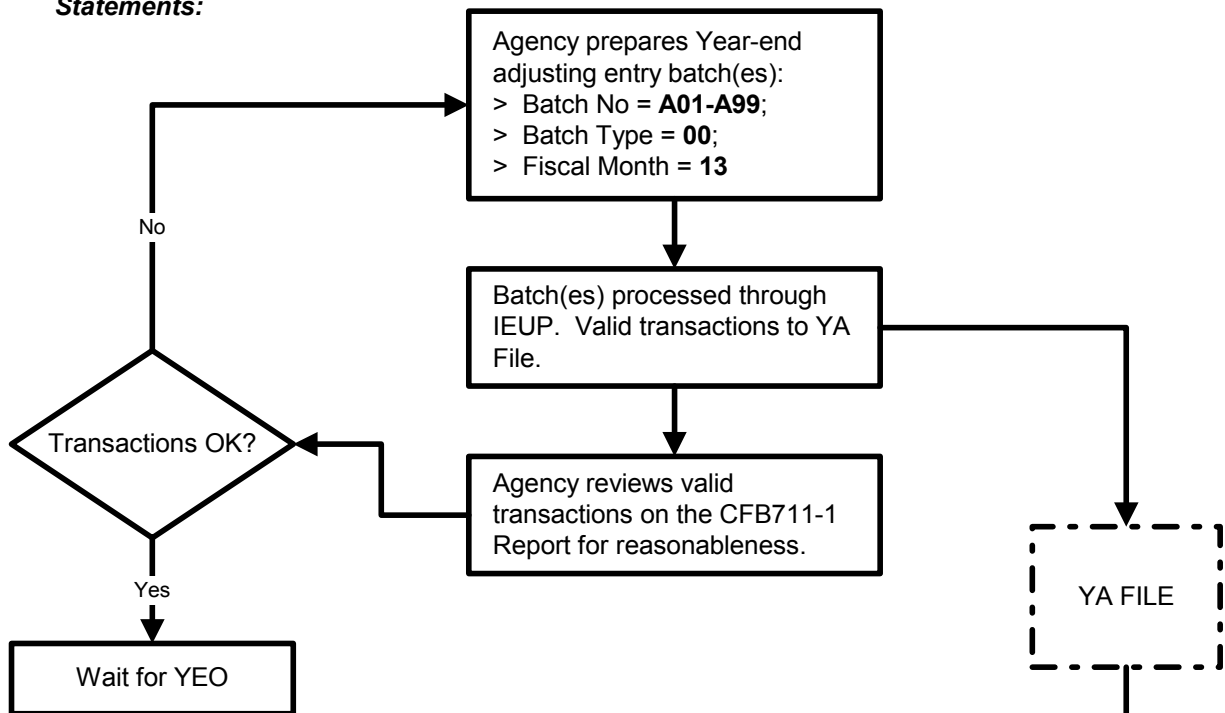
Except for the coding rules for the Batch Header described above and the caution to include only those transactions to be reversed with the same transaction code, there are no special coding or keying rules for the transactions within these batches. The input process is exactly the same as any other batch.

When automatic reversal batches are processed, the system produces a CFB711-1, FM13 Accruals To Be Reversed In New Year Report (Exhibit II-2). This report, routed to agency printers along with the other Input, Edit, and Update Process (IEUP) reports, displays all transactions which posted to the Year-End Adjustment File (YA File) during nightly processing. This report should be reviewed to verify that all posted transactions should be reversed in the new year.

The standard requestable report CSTARY01, Listing of Accruals To Be Reversed In The New Year (Exhibit II-3), lists all records in the YA file as of the date requested. This report should be reviewed periodically during Fiscal Month 13 processing for inappropriate transactions. If inappropriate transactions are discovered, they must be reversed, the coding corrected and re-input. Transactions cannot be deleted directly from the file.

Exhibit II-1

**I. Prior to preparing
Year-end Financial
Statements:**



**II. Carry Forward to
New Fiscal Year:**

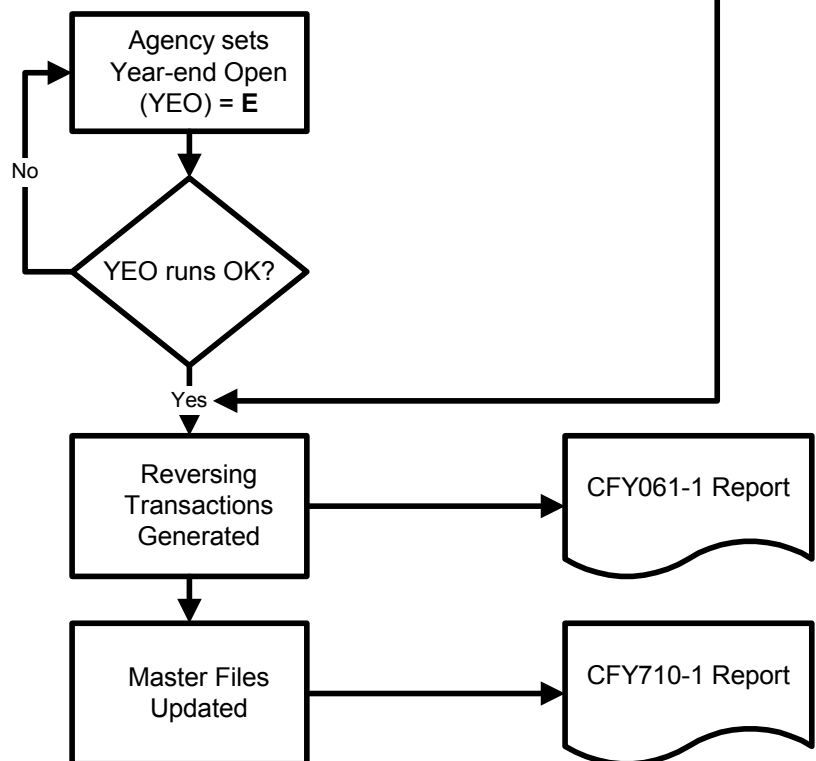


Exhibit II-2

CFB711-1 9990 (DEST: A1 CTL1) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS FM13 ACCRUALS TO BE REVERSED IN THE NEW YEAR REPORT ORG PAGE: 1
 07/06/01 (20.00)*****RUN PAGE: 7

*-- TRANS ID	----	TC	M	R	FY	FM	REF-DOC-NO	VENDOR-NO/SFX	DOC-DATE	CURR-DOC-NO	INDEX	PCA	OBJ/AGCY	TRANSACTION AMOUNT	
		PRJ-NO/WP			SOURCE/AGY	AS	FUND	FS	FD	MD	SUBIDIARY	GLAN	VENDOR NAME		
01070600A01000010	517		00	13			015	0001	G	00	1	2540000	OCA63837 01	10050	15,777.00
01070600A01000020	519		00	13			015	0001	G	00	1	06/30/01	OCA63837 02 1000	10050	6,320.00
TRANSACTION TOTAL:														2	22,097.00

Exhibit II-3

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CSTARY01 9990 (DEST: A1 CTL1) PY, ,0,0,0,0,          /           /           /           /           /           /           / ***** RUN:07/31/01 TIME:19.02
FISCAL MONTH:   13 ADJUSTMENTS 0(ORG )*****
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DEPARTMENT OF AIR QUALITY (9990)
LISTING OF ACCRUALS TO BE REVERSED IN THE NEW YEAR
POSTED THRU 07/30/01

*****PAGE 1

*--	TRANS ID	----	TC	M	R	FY	FM	REF-DOC-NO	VENDOR-NO/SFX	DOC-DATE	CURR-DOC-NO	INDEX	PCA	OBJ/AGCY	TRANSACTION	AMOUNT		
			PRJ-NO/WP			SOURCE/AGY	AS	FUND	FS	FD	MD	SUBIDIARY	GLAN	VENDOR	NAME	PROC-DATE		
01070600A01000010	517				00	13		015	0001	G	00	1	2540000	OCA63837	01	10050	07/06/01	15,777.00
01070600A01000020	519				00	13		015	0001	G	00	1	06/30/01	OCA63837	02	1000 10050	07/06/01	6,320.00
01070600A02000010	530				00	13		101	0001	G	00	1	06/30/01	A1-ENTRY	00		07/06/01	245.82
01070600A02000020	532				00	13		101	0001	G	00	1	06/30/01	A2-ENTRY	00		07/06/01	3,712.50
01070600A02000030	585				00	13		101	0001	G	00	1	06/30/01	A10ENTRY	00	10050	07/06/01	1,822.50
														TRANSACTION TOTAL:		5		27,877.82

PREPARE YEAR-END ADJUSTING ENTRIES

The standard adjusting entries required at year end are illustrated in the *State Administrative Manual* (SAM) Sections 10536 - 10551. They are designated as entries A-1 through A-13. All year-end adjusting entries are entered in Fiscal Month 13.

ENTRY A-1: Record Undeposited Receipts

The A-1 entry adjusts the agency's GLA 1110-General Cash and GLA 1120-Agency Trust Fund Cash accounts to accurately reflect the amount deposited in the agency's accounts with the State Treasurer. This entry does not replace routine cash receipt entries, which must be done first. Entry A-1 is required for cash received but not deposited by June 30, including warrants issued by the SCO dated June 30 or earlier. Entry A-1 does not apply to warrants issued to repay the Office Revolving Fund (ORF).

To adjust GLA 1110-General Cash:

TC 530 - A-1 Adj Gen Cash for Undeposited Receipts
Dr. 1190 Cash on Hand
Cr. 1110 General Cash

To adjust GLA 1120-Agency Trust Fund Cash:

TC 529 - A-1 Adj Agy Trust Fund Cash for Undeposited Receipts
Dr. 1190 Cash on Hand
Cr. 1120 Agency Trust Fund Cash

Entry A-1 is reversed in the new year.

ENTRY A-2: Adjust Revolving Fund Cash Account

The A-2 entry records the agency's ORF cash balance as of June 30 into the advancing fund. During the fiscal year, all ORF activities are recorded in the Office Revolving Fund (Fund 0998). At year-end, all of these activities must be transferred to the fund that advanced the cash to the Office Revolving Fund. The full amount of the ORF is carried in the advancing fund general ledger during the year as GLA 1130-Revolving Fund Cash or GLA 1400-Due from Office Revolving Fund (Subsidiary Code 14000998). As part of the A-2 entry, several transactions are posted to reflect all ORF account activities in the advancing fund(s) as of June 30. The A-2 adjusting entries must be posted using the Appropriation Symbol for the ORF advance (Account Type 97).

Several A-2 entries are common to all agencies. Other entries are dependent upon:

- ✪ Whether CALSTARS ORF (Fund 0998) and a Clearing Account are used; and
- ✪ Whether the Clearing Account and the Revolving Fund advance are in the same fund.

NOTE: Any entries that result in an error message due to an abnormal document balance can be posted using the Function **54** fund control override procedures (**44, W**) or by changing position '3' (DF BAL-PY13) in the fund-related error severity segment of the OC Table to **W**. (The table entry must be in the same FFY as the transaction.)

A-2 Entries Common to All Agencies

Make these entries in the fund that **advanced** cash to ORF, if applicable.

TC 521 - A-2 Record Year-end Expense Advances ^{1/}

Dr. 1710 Expense Advance

Cr. 1130 Revolving Fund Cash

TC 525 - A-2 Record Year-end Deferred Charges ^{2/}

Dr. 2600 Deferred Charges

Cr. 1130 Revolving Fund Cash

TC 528 - A-2 Record ORF Cash Shortages

Dr. 1316 Accounts Receivable Cash Shortages

Cr. 1130 Revolving Fund Cash

TC 531 - A-2 Record Year-end ORF Cash on Hand ^{3/}

Dr. 1190 Cash on Hand

Cr. 1130 Revolving Fund Cash

TC 534 - A-2 Record Amount Advanced to Bank for Bank Draft Account

Dr. 1160 Cash in Agency Accounts-Bank/Savings and Loans

Cr. 1130 Revolving Fund Cash

^{1/} Combine unreimbursed advances for GLAs 1710, 1712 and 1714 that have not been accrued via the A-8 entry. For the unreimbursed advances accrued as expenditures via the A-8 entry, use either TC 527 or TC 533, depending on option selected.

^{2/} GLA 2600 do not reflect on the DB1/DB2 reports. Therefore, the SCO/CALSTARS Reconciliation for the Category 97-Revolving Fund Advance appropriation will be off by the amount of the TC 525 entry.

^{3/} Includes SCO warrants dated June 30 or prior to repay the ORF.

After completing the **common entries** (prior page), select an option:

OPTION TABLES FOR A-2 ENTRIES

AGENCIES USING A CLEARING ACCOUNT		
Use CALSTARS ORF Fund 0998?	Clearing Account and Revolving Fund Advance in the same Fund?	Use Common Entries (above) and Option #:
No	Yes	1
Yes	Yes	2
No	No	3
Yes	No	4

AGENCIES WITH NO CLEARING ACCOUNT	
Use CALSTARS ORF, Fund 0998?	Use Common Entries (previous page) and Option #:
No	1
Yes	2

OPTION #1

Make these entries as applicable in the fund that advanced cash to ORF in addition to the A-2 entries common to all agencies.

TC 524 - A-2 Record Year-End ORF Reimbursement Claim Schedules (filed and not paid) ^{4/}

Dr. 3020 Claims Filed
Cr. 1130 Revolving Fund Cash

TC 527 - A-2 Reduce Accounts Payable by Amounts Previously Paid by Revolving Fund ^{5/ 6/}

Dr. 3010 Accounts Payable
Cr. 1130 Revolving Fund Cash

^{4/} Does not include claims paid by the SCO as of June 30.

^{5/} Debit balances in GLA 3010 display as "Reclass Accts Payable/Enc" on the DB1 Report.

^{6/} TC 527 is posted for the same amount as the unreimbursed ORF advances accrued as expenditures via the A-8 entry.

OPTION #2

Make these entries as applicable in the fund that advanced cash to ORF in addition to the A-2 entries common to all agencies.

TC 520 - A-2 Record Year-End Revolving Fund Cash ^{7/}

Dr. 1130 Revolving Fund Cash

Cr. 1400 Due from Other Funds

TC 524 - A-2 Record Year-End ORF Reimbursement Claim Schedules (filed and not paid) ^{4/}

Dr. 3020 Claims Filed

Cr. 1130 Revolving Fund Cash

TC 527 - A-2 Reduce Accounts Payable by Amounts Previously Paid by Revolving Fund ^{5/ 6/}

Dr. 3010 Accounts Payable

Cr. 1130 Revolving Fund Cash

OPTION #3

Make these entries as applicable in the fund containing the Clearing Account. This assumes the Clearing Account contains claim schedules reimbursing ORF and A-8 entries accruing unreimbursed ORF advances.

TC 524 - A-2 Record Year-End ORF Reimbursement Claim Schedules (filed and not paid) ^{4/}

Dr. 3020 Claims Filed

Cr. 1130 Revolving Fund Cash

TC 527 - A-2 Reduce Accounts Payable by Amount Previously Paid by Revolving Fund ^{5/ 6/}

Dr. 3010 Accounts Payable

Cr. 1130 Revolving Fund Cash

TC 526 - A-2 Record Year-End ORF Accounts Payable as Due to Other Funds
(The amount for this entry should be the total amount of the TC 524 and TC 527 entries above.)

Dr. 1130 Revolving Fund Cash

Cr. 3110 Due To Other Funds or Appropriations

^{4/} Does not include claims paid by the SCO as of June 30.

^{5/} Debit balances in GLA 3010 display as "Reclass Accts Payable/Enc" on the DB1 Report.

^{6/} TC 527 is posted for the same amount as the unreimbursed ORF advances accrued as expenditures via the A-8 entry.

^{7/} TC 520 is not reversed in the new year--use TC 508 in the new year.

Make this entry in the fund that advanced cash to ORF in addition to the A-2 entries common to all agencies.

TC 539 - A-2 Record Amount Advanced to Other Funds by Revolving Fund (The amount of this entry should be the same amount as the TC 526 entry to the Clearing Account above.)

Dr. 1400 Due from Other Funds or Appropriations
Cr. 1130 Revolving Fund Cash

OPTION #4

Make these entries as applicable in the fund containing the Clearing Account. This assumes the Clearing Account contains claims schedules reimbursing ORF and A-8 entries accruing unreimbursed ORF advances.

TC 524 - A-2 Record Year-End ORF Reimbursement Claim Schedules (filed and not paid) ^{4/}

Dr. 3020 Claims Filed
Cr. 1130 Revolving Fund Cash

TC 527 - A-2 Reduce Accounts Payable by Amount Previously Paid by Revolving Fund ^{5/ 6/}

Dr. 3010 Accounts Payable
Cr. 1130 Revolving Fund Cash

TC 526 - A-2 Record Year-End ORF Accounts Payable as Due to Other Funds (The amount for this entry should be the total amount of the TC 524 and TC 527 entries above.)

Dr. 1130 Revolving Fund Cash
Cr. 3110 Due To Other Funds or Appropriations

^{4/} Does not include claims paid by the SCO as of June 30.

^{5/} Debit balances in GLA 3010 display as "Reclass Accts Payable/Enc" on the DB1 Report.

^{6/} TC 527 is posted for the same amount as the unreimbursed ORF advances accrued as expenditures via the A-8 entry.

Make this entry in the fund that advanced cash to ORF in addition to the A-2 entries common to all agencies.

TC 520 - A-2 Record Year-End Revolving Fund Cash ^{z/}

Dr. 1130 Revolving Fund Cash

Cr. 1400 Due From Other Funds

TC 539 - A-2 Record Amount Advanced to Other Funds by Revolving Fund (The amount of this entry should be the same amount as the TC 526 entry to the Clearing Account above.)

Dr. 1400 Due from Other Funds or Appropriations

Cr. 1130 Revolving Fund Cash

All A-2 entries (except TC 520 used in option #2 and #4 discussed previously) are reversed in the new year.

Exhibit II-4 shows how the ORF General Ledger may look at year end. Note that the amount in the Due to Other Funds account represents the total ORF accountability. This amount is offset by a Due From Other Funds amount in the General Fund (advancing fund) General Ledger. The Revolving Fund reconciliation for the ORF General Ledger shown in Exhibit II-4 is illustrated on the first page of Exhibit II-5. Exhibit II-6 contains the A-2 entries that would be made based on this ORF sample.

^{z/} TC 520 is not reversed in the new year--use TC 508 in the new year.

EXHIBIT II-4

[illegible]

DEPARTMENT OF AIR QUALITY (9990)
TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS
AS OF 06/30/01

***** PAGE 5

FUND: 0998 OFFICE REVOLVING FUND

GL ACCT	ACCOUNT TITLE	D/C	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE	ACCT NO.
1130	REVOLVING FUND CASH	D	135,050.13	136,649.73	251,690.17	20,009.69	1130
1190	CASH ON HAND	D	0.00	104.13	0.00	104.13	1190
1400	DUE FROM OTHER FUNDS OR APPROPRI	D	36,397.51	86,924.85	11,610.05	111,712.31	1400
1710	EXPENSE ADVANCES	D	17,705.91	138,731.54	116,680.79	39,756.67	1710
1712	TRAVEL ADVANCES	D	6,946.38	28,215.41	7,574.59	27,587.20	1712
1714	SALARY ADVANCES	D	3,900.07	16,433.37	19,503.44	830.00	1714
3110	DUE TO OTHER FUNDS OR APPROPRIAT	C	200,000.00-	0.00	0.00	200,000.00-	3110
9998	START OF SYSTEM CLEARING ACCOUNT	D	0.00	0.00	0.00	0.00	9998
*TOTAL FUND	0998		0.00	407,059.04	407,059.04	0.00	

EXHIBIT II-5

DEPARTMENT OF AIR QUALITY (9990)
REVOLVING FUND RECONCILIATION
As of June 30, 2001

Cash:

Cash Book Balance	\$ 20,009.69	
Cash in sub-revolving funds, undeposited receipts, and undeposited warrants for reimbursement of revolving fund	<u>104.13</u>	\$ 20,113.82

Advances:

Expense advances	39,756.67	
Travel advances (listing attached)	27,587.20	
Salary advances (listing attached)	<u>830.00</u>	68,173.87

Vouchers pending reimbursement by SCO warrant (including vouchers scheduled but not paid - listing attached)		<u>111,712.31</u>
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Amount of revolving fund withdrawn from appropriation		<u>\$ 200,000.00</u>
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I. Did Good
Prepared by

U. R. Dunne
Reviewed by

EXHIBIT II-6

A-2 ENTRY SAMPLE

G01 REPORT or MANUAL LEDGERS	PER REVOLVING FUND RECONCILIATION	COMMON ENTRIES TC & AMOUNT	OPTION #2 ENTRIES TC AND AMOUNT
1130 Revolving Fund Cash	Cash Book Balance		
1190 Cash on Hand	Cash in Sub-Revolving Funds (Petty Cash), Undeposited Receipts, etc.	(A) <u>\$104.13</u> TC 531 ^{1/} Dr. 1190 Cr. 1130	
1400 Due From Other Funds	Vouchers Pending Reimbursement (Claims Filed)		(B) <u>\$111,712.31</u> TC 524 ^{1/} Dr. 3020 Cr. 1130
1710 Expense Advance 1712 Travel Advance 1714 Salary Advance	Expense Advances Travel Advances Salary Advances	(C) <u>\$68,173.87</u> TC 521 ^{2/} Dr. 1710 Cr. 1130	
3110 Due To Other Funds	Amount of ORF Withdrawn From Appropriation		(D) <u>\$200,000.00</u> TC 520 Dr. 1130 Cr. 1400

GLA 1130 - ORF CASH			
(D)	200,000.00	104.13	(A)
		111,712.31	(B)
		68,173.87	(C)
	20,009.69 (Cash Book Balance)		

^{1/} This example does not include SCO warrants for payment of ORF reimbursement claims that are dated June 30 or prior but are not received by the agency until July. If this situation occurs, increase the TC 531 entry by the warrant(s) amount to reflect additional Cash on Hand and decrease the TC 524 by the same amount to reflect a decrease in Due from Other Funds.

^{2/} The TC 521 amount should be decreased for ORF items which were accrued as expended in the disbursing fund using the A-8 entry. The accrued items are recorded in the A-2 Entry with TC 527 - instead of TC 521.

ENTRY A-3: Reimbursement and Abatement Accrual

The A-3 entry records reimbursements and abatements due to the agency but not yet recorded in CALSTARS. These entries are normally made in CALSTARS throughout the year as invoices are prepared. Any amounts due to the agency at year-end, but not yet recorded, should be accrued using A-3 entries. The transaction codes used to record accruals are the same that are used during the year to establish receivables as abatements or reimbursements.

TC 123 - Record Billing of Accounts Receivable - Abatements ^{8/}

Dr. 1311 Accounts Receivable - Abatements
Cr. 9000 Expenditures

TC 122 - Record Billing of Accounts Receivable - Reimbursements

Dr. 1312 Accounts Receivable - Reimbursements
Cr. 8100 Reimbursements

TC 129 - Record Amount Due From Other Governments as Reimbursements

Dr. 1500 Due From Other Governments
Cr. 8100 Reimbursements

TC 130 - Record Amount Due From Other Governments as Abatements ^{8/}

Dr. 1500 Due From Other Governments
Cr. 9000 Expenditures

TC 174 - Record Amount Due From Other Funds as Reimbursements

Dr. 1400 Due From Other Funds or Appropriations
Cr. 8100 Reimbursements

TC 175 - Record Amount Due From Other Funds - Abatements ^{8/}

Dr. 1400 Due From Other Funds or Appropriations
Cr. 9000 Expenditures

A-3 entries made at year-end not supported by invoices should be reversed and re-entered as invoices are prepared.

NOTE: Agencies should prepare separate entries to accrue reimbursement receivables resulting from encumbrances. These entries may be useful in identifying the encumbrance amounts to be reported on Report 1, Report of Accruals to Controller's Accounts.

These entries typically are not supported by invoices and should be reversed in the new year.

^{8/} Abatements require both an object detail and a source code. Transactions are made in the Clearing Account if the original expenditure was made in the Clearing Account.

If reimbursements from another fund or appropriation have been over-collected and the amount of the over-collection will be refunded to the fund or appropriation after June 30, accrue the amount with the following entry:

TC 553 - Accrue Reimbursement Refund from other Funds/Appns
Dr. 8100 Reimbursements
Cr. 3110 Due To Other Funds or Appropriations

This entry must be reversed in the new year.

Operating transfers from the General Fund to a Special Fund are treated as "Less Funding Provided By" (Negative Expenditures) in the Special Fund. If the operating transfer from the General Fund to a Special Fund has not occurred as of June 30, the operating transfer-in must be accrued in the Special Fund using the following entry:

TC 560 - Accrue YE Transfer-In - Negative Expenditures
Dr. 1400 Due From Other Funds
Cr. 9000 Expenditures

This entry must be reversed in the new year.

In the new year, when SCO posts the transfer, use TC 242R to record the operating transfer-in into the Special Fund.

ENTRY A-4: Reclassify Items for Reverted Appropriations

"Accounts Receivable" and "Due Froms" for abatements and reimbursements that are not cleared by June 30 must be reclassified to GLA 1600-Provision for Deferred Receivables. CALSTARS provides an automated process (CFY022 - Document File Reclassification/Liquidation Process) to assist agencies to identify and reclassify documents within reverting appropriations. For reverting appropriations that were correctly identified in the AS Table when the CFY022 transactions were generated in early May, entry A-4 will have been already posted. However, if reverting appropriations were improperly identified in the AS Table, the A-4 entry must be manually posted. These receivables may be identified by reviewing the D06, Document Report by Appropriation.

Agencies should use the following entries to record the A-4 adjusting entry for receivables that CALSTARS did not reclassify. For each receivable post two transactions.

First transaction:

TC 576 - A-4 Establish Accounts Receivable Other-Offset Reverted
Appropriation - CFY022
Dr. 1319 Accounts Receivables - Other
Cr. 1600 Provision for Deferred Receivables

OR

TC 577 - A-4 Reclass AR Other-Offset-Revert Neg Doc (CFY022)
 Dr. 1600 Provision for Deferred Receivables
 Cr. 1319 Accounts Receivable Other

NOTE: TC 576 is for *positive amounts* and must be used with one of the TCs below. TC 577 is for *amounts less than zero*; TCs used with TC 577 must use an **R** Reverse code. Both TC 576 and 577 should be recorded at the fund level only.

Second transaction (one of the following):

TC 555 - A-4 Reclassify Accounts Receivable - Abatements - Revert Appn - CFY022
 Dr. 9000 Expenditures
 Cr. 1311 Accounts Receivable - Abatements

TC 556 - A-4 Reclassify Accounts Receivable - Reimbursements - Revert Appn - CFY022
 Dr. 8100 Reimbursements
 Cr. 1312 Accounts Receivable - Reimbursements

TC 572 - A-4 Reclassify Abatements Due from Other Funds - Revert Appn - CFY022
 Dr. 9000 Expenditures
 Cr. 1400 Due from Other Funds or Appropriations

TC 573 - A-4 Reclassify Reimbursements Due from Other Funds - Revert Appn - CFY022
 Dr. 8100 Reimbursements
 Cr. 1400 Due from Other Funds or Appropriation

TC 574 - A-4 Reclassify Abatements Due from Other Governments - Revert Appn - CFY022
 Dr. 9000 Expenditures
 Cr. 1500 Due From Other Governments

TC 575 - A-4 Reclassify Reimbursements Due from Other Governments - Revert Appn - CFY022
 Dr. 8100 Reimbursements
 Cr. 1500 Due From Other Governments

See Volume 7, Chapter I, Preparation Activities, section *Reclassify/Liquidate Reverting Appropriation Document File Balances*, for procedures on cash collections.

*A-4 entries are **NOT** reversed in the new year.*

ENTRY A-5: Accrue Interest Earnings on Investments

The A-5 entry accrues interest earnings on investments to reflect the appropriate adjustments to accrued interest purchased, premiums, and discounts. Source code

215n00 is used to identify investment interest earned, where **n** identifies the type of interest (per the *UCM*).

TC 121 - Record Billing of Accounts Receivable-Operating Revenue
Dr. 1314 Accounts Receivable - Operating Revenue
Cr. 8000 Revenue

TC 548 - A-5 Record Amortization of Discount on Securities
Dr. 2014 Discount on Securities
Cr. 8000 Revenue

TC 549 - A-5 Record Amortization of Premium on Securities
Dr. 8000 Revenue
Cr. 2013 Premium on Securities

TC 550 - A-5 Record Amortization of Accrued Interest Purchased
Dr. 8000 Revenue
Cr. 1320 Accrued Interest Receivable

*A-5 entries are **NOT** reversed in the new year.*

ENTRY A-6: Record Interest Due From Other Funds

The A-6 entry accrues interest revenue that is due from other funds. This includes interest income due from inter-fund loans and deposits in the Surplus Money Investment Fund (SMIF). A Source code and a Subsidiary code are required for this entry.

TC 176 - Record Amount Due From Other Funds as Revenue
Dr. 1400 Due From Other Funds or Appropriations
Cr. 8000 Revenue

SMIF Interest Due

Agencies will receive journal entries (JE's) that reflect the SCO's posting of SMIF interest as of June 30. The A-6 entry for interest due from SMIF is posted using information from the JE. (The General Fund share of SMIF interest is not posted on any agency's books.) The interest amount can also be accessed via SCO PROD.

For interest earned on governmental funds use Source code **150300**-Income From Surplus Money Investments. For interest earned on Operating Revenues from proprietary and fiduciary funds use Source code **250300**-Income From Surplus Money Investment Fund. Use Subsidiary code **06810000** in both instances.

*A-6 entries are **NOT** reversed in the new year.*

Note: Post the June 30 SMIF Interest Income JE in FM01 using TC 135. This will Credit GLA 1400 and Debit GLA 1140-Cash in State Treasury.

ENTRY A-7: Abatements for Surveyed Equipment

The A-7 entry accrues an abatement for the estimated value of surveyed equipment available for sale. This entry is displayed on the CSTARH11 Report, Transaction Analysis Report for Equipment. The A-7 entry is used only if the equipment has been budgeted for replacement. Source code **580600** is used for this abatement.

In the fund which will purchase the new asset, record the following for the amount of the expected sales price:

TC 546 - A-7 Record Abatement for Surveyed Equipment
Dr. 2740 Inventory of Surveyed Equipment
Cr. 9000 Expenditures

NOTE: The FM 13 reconciliation will be out of balance by the amount of this entry.

In Fund 0997 (and Fund Detail), record the following for the amount of the original purchase price:

TC 494 - Record Write-Off of Non-Expendable Assets
Dr. 5200 Investment in General Fixed Assets
Cr. 23nn Fixed Asset Account (nn=10, 21, 31 or 41)

A-7 entries are reversed in the new year.

ENTRY A-8: Accrual of Expenditures

The A-8 entry accrues expenditures as "Accounts Payable" or "Due To" for goods or services received by June 30 but not scheduled for payment by June 30. This entry is necessary because expenditures are recorded in the fiscal year the goods or services are received, not the fiscal year the invoice is actually paid. A-8 adjusting entries are **not** made for goods or services received after June 30. A-8 entries are usually made in the Clearing Account, if used.

NOTE: Personal services incurred as of June 30 that will be paid in the new fiscal year must also be accrued. Agencies using the CALSTARS Labor Distribution Subsystem must record the Personal Services accrual with Document Number/Suffix **PRA99999-99**. Use Object Detail **003** for the last transaction entered.

During the new year, the Labor Distribution Subsystem will liquidate this accrual by posting prior year Personal Services costs (TC 378) to this Document Number/Suffix. This continues each month during labor distribution until the agency closes the document or the OC Table Error Severity Indicator code **F** (Fund Related, position 1, 2 and 3 or 4) disallows posting because no funds are available in the document. The transaction then posts to the Error Suspense File where it may be adjusted by changing TC 378 to TC 242 or TC 372.

EXCEPTION: Agencies with Federal grants may need to encumber accruals in lieu of preparing the A-8 entry for Federal expenditures. If accruals are encumbered, they will not show as expenditures on CALSTARS reports used for the monthly Plan of Financial Adjustment (PFA). This will help ensure that expenditures are not overstated when completing the PFA for a Federal drawdown. Use Document Number/Suffix **A8nnnnnnn-nn** for these encumbrances. The encumbrances are shown as GLA 3010 in the Pre-closing and Post-closing Trial Balances on the G02 Report. In order to reflect the correct general ledger liability accounts in CALSTARS (i.e., GLAs 3110, 3210, 3220, or 3290), the encumbrances must be reclassified to the correct account using TC 517 or TC 519. Refer to the *Reclassify Encumbrances Reported As Accounts Payable* section in Chapter III for further instructions. **Do not** report these encumbrance accruals in the "Encumbrance" column on the Report of Accruals to Controller's Accounts, Report 1, Form 571A, B, C, or D.

NOTE: The H11 Report for FM 13 reflects accrued expenditures, including Capital Outlay and equipment purchases, at the time the accruals are posted, not when actual payment is made. This may impact the reconciliation of property records.

Exhibit II-7 displays the transaction codes used to establish, liquidate and adjust accounts payable documents. These entries are made only if the goods or services were received by June 30. The *Debit* GLA for each of the TCs in the "Set Up TC" column is GLA 9000-Expenditures. The Credit GLA is shown in the "General Ledger Liability Account" column.

When setting up accounts payables for previously encumbered documents, use of the **F** (Final Payment) Modifier code will liquidate the *entire balance* (plus or minus) in the Document File. Accounts payable documents must be liquidated/adjusted for the *exact amount*. Differences should be adjusted to zero as soon as possible and the document should be closed (Modifier=**C**) to preclude further Document File posting.

See Exhibit II-7 for TCs to use when establishing, liquidating and adjusting accounts payable documents.

*A-8 adjusting entries are **NOT** reversed in the new year, except for entries for estimated accruals.*

EXHIBIT II-7
A-8 ENTRY TRANSACTION CODES

Vendor Description	Vendor Type	General Ledger Liability Account	Account Title	Previous Status	Transaction Codes						
					Set Up	Payment			Adjustments		
						Auto	Manual	SCO Pay	Incr- ease	Decrease Payable Balance	Correct Overpay- ment of Accrual
Corporation (includes Non-profit Foundation) Individual/Sole Proprietor Partnership Estate or Trust Employee	C I P E 1	3010	Accounts Payable	Previously Encumbered	214	233	246	248	215	205	498
				Not Previously Encumbered	215	233	246	248	215	205	498
Federal Agency	2	3210	Due to Federal Gov't	Previously Encumbered	208	268	284	263	283	201	283
				Not Previously Encumbered	283	268	284	263	283	201	283
CA State Agencies (includes CSU & CSU Trustees)	3	3110	Due to Other Funds	Previously Encumbered	209	261	203	262	285	204	285
				Not Previously Encumbered	285	261	203	262	285	204	285
Local Government Agencies (Includes Cities and Counties)	4	3220	Due to Local Gov'ts	Previously Encumbered	208	268	284	263	283	201	283
				Not Previously Encumbered	283	268	284	263	283	201	283
Other Governmental Agencies (Includes School Districts, Community Colleges, Regents/UC's and Other State Govts)	5	3290	Due to Other Gov'ts	Previously Encumbered	208	268	284	263	283	201	283
				Not Previously Encumbered	283	268	284	263	283	201	283

ENTRY A-9: Record Revenue Accruals

The A-9 entry records revenue earned but not yet billed. These entries are typically made in CALSTARS throughout the fiscal year when revenue is billed or earned. At year end, any estimated or earned but unbilled revenue is recorded using an A-9 entry. The transactions codes are the same that are used to record revenue throughout the year:

TC 120 - Record Billing of Accounts Receivable - Revenue (if earned)

Dr. 1313 Accounts Receivable Revenue

Cr. 8000 Revenue

TC 121 - Record Billing of Accounts Receivable – Operating Revenue (if earned)

Dr. 1314 Accounts Receivable Revenue – Operating Revenue

Cr. 8000 Revenue – Operating Revenue

TC 128 - Record Due From Other Govts - Revenue (if earned)

Dr. 1500 Due From Other Governments

Cr. 8000 Revenue

TC 176 - Record Due From Other Funds - Revenue (if earned)

Dr. 1400 Due From Other Funds or Appropriations

Cr. 8000 Revenue

Any current year billed revenue receivable not expected to be collected in the next fiscal year should be deferred using:

TC 512 - A-9 Establish Reserve - Defer Revenue Receivable

Dr. 8000 Revenue

Cr. 1600 Provision for Deferred Receivables

TC 512 is reversed in the new year.

NOTE: When TC 512 is used, FM 13 Revenue reconciliation to SCO balances will not agree by the amount of the TC 512 entry.

Year-end revenue accruals not supported by invoices should be reversed and re-entered when the invoices are prepared.

Prior Year Accounts Receivable Revenue

All prior year accounts receivable revenue must be deferred. Agencies may use the automated process (CFY023) discussed in Volume 7, Chapter I, Preparation Activities, section *Reclassify/Liquidate Reverting Appropriation Document File Balances*. If the automated process was not used, the entries must be posted manually using the transaction codes displayed in that section.

Excess Revenue Collections From Other Governments

Occasionally there is an excess collection of revenue from the Federal Government or some other governmental entity. If the excess collection is returned after June 30, an accrual entry reducing revenue must be made:

TC 552 - Accrue YE Due to Other Govt (Excess Collections)

Dr. 8000 Revenue

Cr. Input GL (3210, 3220 or 3290)

TC 552 is reversed in the new year.

NOTE: The liability accrual (GL 3210, 3220 or 3290) is not included on the DB1 report. For reconciliation purposes, the amount of the TC 552 entry must be added to the SCO account balances.

ENTRY A-10: Adjustment for Dishonored Checks

CALSTARS agencies are required to account for dishonored checks by using transactions to adjust the nominal accounts during the year. Typically, this involves adjusting the nominal accounts by recording transactions to reimburse the bank for the dishonored check and establish a receivable in GLA 1315-Accounts Receivable-Dishonored Checks with an offset to GLA 1600-Provision for Deferred Receivables. At year-end, the A-10 entry is required for the dishonored checks considered to be collectible during the next year. The A-10 entry removes the collectible dishonored checks from GLA 1600 and reflects the amount in the nominal account. See the chart below for the transactions to use for posting the A-10 entry.

A-10 Adjusting Entries			
Account		Description	TC
Debit	Credit		
1600		Provision for Deferred Receivables	
	3110	Due to Other Funds or Appropriations	585
	3400	Advance Collections	586
	3730	Uncleared Collections	587
	8000	Revenue	588
	8100	Reimbursements	589
	9000	Expenditures	590
	9830	Other Sources	578
	9891	Refunds to Reverted Appropriations	591

NOTE: If an A-10 adjusting entry is required, the FM 13 reconciliation to SCO balance will not agree by the amount of the A-10 entry, except GLA 3400 and GLA 3730.

A-10 entries are reversed in the new year.

ENTRY A-11: Alternative Adjustment for Dishonored Checks

CALSTARS agencies do not prepare the A-11 adjusting entry. See the A-10 adjusting entry.

ENTRY A-12: Establish Reserve for Deferred Accounts Receivable for Abatements and Reimbursements

The A-12 entry establishes a reserve for accounts receivable abatements and reimbursements estimated to be uncollectible during the next fiscal year.

NOTE: Use Entry A-4 for receivables applicable to reverting appropriations.

TC 513 - A-12 Estab Reserve for Deferred Reimbursements Receivable
 Dr. 8100 Reimbursements
 Cr. 1600 Provision for Deferred Receivables

TC 514 - A-12 Estab Reserve for Deferred Abatements Receivable
 Dr. 9000 Expenditures
 Cr. 1600 Provision for Deferred Receivables

NOTE: If the A-12 adjusting entry is required, FM 13 reconciliation to SCO balances will not agree by the amounts of TC 513 and TC 514 entries.

A-12 entries are reversed in the new year.

ENTRY A-13: Transfer CIST to Fund Balance

Typically, CALSTARS agencies **do not post** the A-13 entry. During the Year-end Closing process, CALSTARS generates the entry to reclassify GLA 1140-Cash in State Treasury to GLA 5570-Fund Balance Clearing for funds identified in the D22 Descriptor Table as *shared* funds. The G02 Post Closing Trial Balance reflects that GLA 1140 has been reclassified to GLA 5570 for *shared* funds. Agencies with *shared* funds should verify the G02 Post Closing Trial Balance reflects that GLA 1140 closed into GLA 5570. If the G02 Post Closing Trial Balance reflects a balance in GLA 1140 for a *shared* fund, then one of the following entries must be posted by the agency. If the G02 Post Closing Trial Balance reflects that GLA 1140 is closed properly to GLA 5570, the agency **does not post** the following entries; CALSTARS will generate the transaction during the automated closing process for *shared* funds.

If Cash in State Treasury has a debit balance:

TC 501 - YEC - To close Debit Balance GLA-Shared Fund
 Dr. 5570 Fund Balance Clearing Account
 Cr. (Input 1140) Cash in State Treasury

If Cash in State Treasury has a credit balance:

TC 502 - YEC - To close Credit Balance GLA-Shared Fund
 Dr. (Input 1140) Cash in State Treasury
 Cr. 5570 Fund Balance - Clearing Account

NOTE: Funds that are identified in the D22 Descriptor Table as *non-shared funds* are not impacted by this entry.

*A-13 entries are **NOT** reversed in the new year.*